

1 Introduction

In a pluralistic but substantially secular culture, Loreto schools need to generate an environment where the Gospel is appreciated, lived and imparted. They need to build a strong sense of Christian Community, offering a genuine experience of what Church is and can be within the context of the wider Church.

In the spirit of Mary Ward, and in accordance with the Loreto Schools of Australia Mission Statement Loreto schools aim to promote in their students intellectual development supported by Christian commitment and a relationship with Christ.

Particular emphasis is given to nurturing the virtues of gentleness, receptivity, compassion and reflection, as well as those qualities held dear by Mary Ward: freedom of spirit, sincerity in communication, personal integrity, a discriminating attitude to truth and a cheerful disposition.

It is envisaged that in becoming well-informed, self-directed, spiritually mature women, the students in their turn will be able and willing to contribute to the building of a society characterised by Gospel imperatives.

2 Rationale

This policy outlines principles and procedures to be followed as the College makes decisions regarding the enrolment of students.

3 Guiding Documents

- Loreto Schools of Australia Mission Statement 2010
- Mary Ward Schools' Compass
- Enrolment Application and Procedure: Loreto College Coorparoo 2017
- Shared Vision Statement for Loreto College Coorparoo 2017
- Anti-Discrimination Act 1991 Qld.
- Education (Accreditation of Non-State-Schools) Act and Regulations 2001, amended 2014

4 Principles

In order to fulfil the aims stated above, a process of discernment regarding the offer of places will be undertaken by the Principal. The final decision of an offer of enrolment rests with the Principal.

Loreto College Coorparoo gives preference to students from Catholic and Eastern Orthodox Churches.

Each application will be considered on its merits having regard for each of the following factors:

- Degree of involvement in their Catholic or other faith community, parish or school;
- The student's sacrament status;
- Whether the student is coming from another Catholic School;
- The commitment of the parents to support the ethos of the school and its Faith teachings;
- If the student is a sister of a current or past student of Loreto College Coorparoo;
- If the student is a daughter of a past student;
- If the student is an interstate Loreto applicant;
- If the student is a sibling of a student at one of our two brother schools; Villanova College or St Laurence's College;

- The College's ability to cater for the specific talents and needs of each person;
- The student's past behaviour and attitude;
- NAPLAN results reflecting gifted and talented abilities;
- Exceptional circumstances (such as an overseas transfer).

The resources able to be provided within the College to meet the educational and emotional needs of the student are taken into consideration in decision making with respect to enrolment.

While we welcome applications from families of all faiths or denominations we need to give priority as nominated in the above factors.

FULL AND FRANK DISCLOSURE OF ALL INFORMATION REQUESTED ON THE ENROLMENT APPLICATION IS A CONDITION OF ENROLMENT.

Non-disclosure of known special needs may result in cancellation of the enrolment process.

5 Scope

All applications received will be subject to this policy.

6 Policy Statement

Loreto College Coorparoo has designed and adopted the Policy to:

- Be transparent, fair and employ selection criteria informed by the religious foundations of the College;
- Ensure a just and equitable use of resources for the best interests of its current and future community, always conscious of the wider community in which is situated;
- Meet funding and legislative requirements;
- Promote partnerships between the College, families and other entities in the best interests of the students;
- Develop a school community whose student population reflects the diversity of the social and financial circumstance and academic ability of the wider community.

7 Review

This Policy will be reviewed annually or as necessitated by legislation.

APPENDIX 1: The Process

For students wishing to commence at Loreto in Year 7, an application package will be available through the office and on-line from mid-January of the year your daughter is in Year 3. Applications can be made via the College website or a package can be requested in writing, by email, phone or in person. Applications from families wishing their daughter to commence at Loreto in Years 8 to 12 are also welcome.

1. The Application Package will consist of:

- College Prospectus;
- Enrolment Information (including Privacy Policy)

2. You will need to completed the on-line application and upload the following documents:

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- Birth Certificate and Sacramental Certificates including Baptism, Reconciliation, First Eucharist and Confirmation;
- Latest school report and NAPLAN results;
- Any specific reports relating to verification or special needs;

All completed applications that are received by the advertised closing date in February will be examined and placed in order discerned by the Principal. There will be a list for offers and a waiting list.

FULL AND FRANK DISCLOSURE OF ALL INFORMATION REQUESTED ON THE ENROLMENT APPLICATION IS A CONDITION OF ENROLMENT. DELAYS MAY OCCUR IF DOCUMENTATION IS NOT READY AND AVAILABLE.

Your application will be acknowledged by email and/or letter.

Further information may be sought if required or if the application is incomplete.

When an application is being made for Years 8 to 12 an interview will be arranged as soon as a vacancy becomes available.

There is a non-refundable enrolment application fee of \$150.00.

There is a further non-refundable acceptance fee of \$550 on acceptance of a place, per child, and \$275 for every subsequent child.

Loreto College Coorparoo conducts pre-commencement interviews for students whose enrolment has been accepted into Year 7 and these are held when the students are in Year 6.

3. The Offer

You will be notified of offers by the advertised date and the offers will have a strict closing date for acceptance and payment.

If your application for enrolment is unsuccessful, you will also be notified.

Applications will continue to be accepted on the waiting list and the status of each application will be conveyed as soon as possible.

Applicants who have not been offered places in the first instance may be contacted if other vacancies become available.

If places are not available your child's name will be held on the waiting list unless you notify us otherwise.

The decision to make an Offer remains with the Principal.

4. Acceptance

Acceptance of the offer is required within 21 days, as is the payment of the Acceptance Fee as notified.

5. The Contractual Agreement

Both parties are required to sign the Enrolment Contract which binds both to the conditions expressed or implied within.

6. The Interview

The interview is an essential part of the enrolment process and serves to communicate fully the needs and requirements of both parents and College.

The pre-commencement interview will be conducted by the Principal or delegate. At that time both parties can ask questions and the information in the enrolment Application will be discussed and updated as necessary.

The prospective student is required to attend the interview.

For Year 7 enrolments, the enrolled student will need to attend Loreto College Coorparoo's Orientation Day, which is held in October of the year prior to commencement.